

For further assistance  
please use the following  
contact information:

**Public Inquiries**  
**1-866-208-3372** (Toll-free)  
customer@ferc.gov



### FERC Online Technical Support

(eRegistration, eFiling, eSubscription, eLibrary)

**1-202-502-6652**  
**1-866-208-3676** (Toll-free)  
ferconlinesupport@ferc.gov

### Your Project Docket Number(s):



## Your Guide to Electronic Information at FERC

# Welcome to [www.ferc.gov](http://www.ferc.gov)



We know you may be overwhelmed by the amount of information you have heard and been given today. We now offer several comprehensive and easy-to-use online tools to access project information and view documents.

The FERC Online link on [www.ferc.gov](http://www.ferc.gov) is your gateway for electronic access to Federal Energy Regulatory Commission documents and for submitting certain filings to the Commission via the Internet.

### FERC Online consists of:

- 1) eLibrary—the Commission's online document repository;
- 2) eFiling—a system for electronic submittal of certain documents to the Commission;
- 3) eSubscription—a service that notifies subscribers to a docket (proceeding) when there are new documents added to the record for that docket;
- 4) eService—a system that enables the Commission's Secretary and participants in a docket to serve (send) copies of their filings on other participants in the docket.

There is also a link on [www.ferc.gov](http://www.ferc.gov) called "For Citizens", with information on energy projects in your area.

### Commenting on a Proceeding (Planned or Proposed) or becoming a Party to the Proceeding

There are two ways to participate in a FERC proceeding:

- 1) you may file a motion to intervene and become a "party" to the proceeding or;
- 2) you can submit comments.

*Please note: "PF" dockets are in the pre-filing stage and the Commission does not allow intervention until the application is officially filed.*

Filing comments does not make you a party to the proceeding, but your comments will be added to the record and considered in the proceeding. Parties in proceedings must serve copies

of all subsequent filings on all other parties identified on the Commission's service list for the proceeding.

The Commission encourages paperless electronic filing of comments and motions to intervene. Be sure to reference the appropriate docket number(s) for your submission.

You must have an eRegistration account in order to eFile.

After you've prepared your comment and/or motion

to intervene, go to [www.ferc.gov](http://www.ferc.gov) and select the eFiling link. After you log in, select the "Comment on Filing" filing type if you are filing comments. Select "Motion/Notice of Intervention" if you want to become a party in the proceeding.

**Remember that parties incur a legal obligation to serve documents on all other parties and will be served copies of all subsequent filings by other parties.** The Commission's Secretary will use the eService system to serve Commission decisions to participants.

You may wish to consider eSubscription if your interest in a proceeding does not rise to the level of "Party." You can identify the parties to

the proceeding by checking the Service List, which is available through the "Service List" on FERC Online.

eFiling is a file attachment process. After you upload the file(s) or documents you're submitting, be sure to complete the remaining screens and click on "Submit Filing" to complete the submission process. You will receive immediate email confirmation of your submission.

### If you do not have Internet access:

Persons without Internet access may send an original and 14 copies of their comments and/or a motion to intervene to:

**Magalie R. Salas, Secretary**  
**Federal Energy Regulatory Commission**  
**888 First Street, N.E., Washington, DC 20426**







eLibrary is the Commission's records information system. Anyone can access the public documents in eLibrary and a description of any non-public records – **no registration or login is required.**

### eLibrary contains:

- A description/index of all documents issued by or submitted to FERC since 1981;
- Electronic versions of documents issued by the Commission since 1989;
- Documents filed electronically with FERC since November 2000;
- Images of paper documents submitted to the Commission since 1995; and,
- Microfilm of documents for 1981–1995.

If you know the docket number for a proceeding, you can use Docket Search to list all of the documents in the docket, or only those in a specific date range.

There are General and Advanced Search screens that provide various search criteria for locating documents or refining search results, including cases where you may not know the docket number. These include, but are not limited to:

- Date within a date range;
- Issuances only, submittals only, or both;
- Text search (searches for text—e.g., a company name—in document descriptions and in the content of any text-searchable files).

There is also a “Search New Docket Numbers” query to determine dockets or subdockets assigned to recent filings.

The images and native files of documents are available from your computer. You may request older documents, which are available only on microfilm and aperture cards, through **www.ferc.gov** by locating the **Help** button directly underneath the Search box.

## eRegistration

Certain FERC Online systems require that you create a password-protected login account prior to accessing them. Use eRegistration to create an account for your email address. An eRegistration account is required to:

- submit a document through FERC's eFiling system (see eFiling);
- be a signatory to a document submitted via eFiling;
- be listed as a contact for a party on a FERC service list for a docket;
- access the email addresses for the contacts on a service list in order to serve them electronically (see eService);
- subscribe to a docket (see eSubscription).

### To eRegister:

- 1) Point your browser to **www.ferc.gov**.
- 2) Use the drop-down menu from the **Documents & Filing** tab and select eRegistration.
- 3) Select the New User option and follow the screen prompts.
- 4) After you submit the registration information, you must validate the email address and activate the account by clicking on the hyperlink in an email sent by the eRegistration system.

Be sure to record your password in a safe place, particularly if you only periodically use FERC Online systems. You can use the box provided below.

eRegistration accounts should be maintained by the account holder to reflect changes in address or other contact information.

Your User ID: \_\_\_\_\_

Your Password: \_\_\_\_\_

## eSubscription

eSubscription makes it easy to keep track of individual proceedings at FERC. Users with an eRegistration account may subscribe to specific dockets and receive email notification whenever a document is added to eLibrary for the subscribed docket. You will also be able to access the document through a link in the email.

(Note: You will not be emailed correspondence filed or issued prior to the date you subscribe to a particular docket).

### To eSubscribe (You must eRegister before eSubscribing):

- 1) Point your browser to **www.ferc.gov**.
- 2) Using the drop-down menu from the second navy blue tab, **Documents and Filings**, select eSubscription.
- 3) Login using your user id and password.
- 4) Select “Add New Subscription.”
- 5) Enter the docket number and follow the screen prompts.



## For Citizens: Projects

The Projects database allows users to search and learn about energy developments and proposals in their geographic region of the country. Basic information on what company or companies are involved, as well as the overall scope of the project are provided.

The docket number associated with each of the following listings will enable you to go to FERC's eLibrary, and view the correspondence and documents in the project record.

### To access the Projects Database:

- 1) Point your browser to **www.ferc.gov**.
- 2) Locate the dark green tab **For Citizens** on the extreme right hand side of the screen and click on it.
- 3) Select the Projects option.
- 4) Identify the location of the project in which you are interested on the map and click on that quadrant. Or, use the search box and enter the company name or docket number.
- 5) A table will appear of all projects in that location of the country. The fields at the top of the table are sortable; if you click on them they will become alphabetically or numerically ordered.

